



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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ZELIA BAUGH
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Mental Health Specialist III (Children & Adolescents Services Coordinator)	NUMBER:	11-03
JOB CODE:	A6500	DATE:	04/15/2011
SALARY RANGE:	78 (\$47,757.60 - \$72,686.40)	PCQ#:	8813353
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

QUALIFICATIONS: Master's degree in a human services field including but not limited to the following disciplines:

Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs, plus considerable experience (48 months or more) in the development, provision, and/or monitoring of intervention and treatment services for children and adolescents who have substance use disorders and/or whose parents have substance use disorders, including experience (24 months or more) in an administrative or supervisory capacity.

KIND OF WORK: This is advanced professional and administrative work coordinating and monitoring the array of children and adolescent intervention and treatment services funded by the ADMH Substance Abuse Services Division (SASD). The employee in this position will be responsible for assisting in the design and development of children and adolescent treatment programs and services, including identifying target populations, establishing program goals and objectives, and developing policies and procedures. Work involves identifying, recommending, and facilitating the implementation of goals and objectives for SASD's annual plan for substance abuse treatment services specific to children, adolescents, and their families; developing an annual report on the state of children and adolescent substance abuse intervention and treatment services certified and funded by SASD, including recommendations for service enhancements, quality improvements, funding, and staffing; providing consultation and technical assistance to providers and others working for and within the substance abuse treatment delivery system for children and adolescents; conducting quality of care and contract compliance site visits at provider programs and preparing reports of findings; assisting in the development, implementation, and interpretation of new or revised divisional, departmental, legislative, or other initiatives; reviewing and analyzing provider

program descriptions and staffing plans; assisting with the development of request for proposals for children and adolescent programs and the development of criteria for the awarding of grants; making presentations before advocacy, civic, and community organizations and providers to give information on the needs of children and adolescents, inform them of SASD programs and services and enlist their cooperation in specified initiatives; and participating in in-state and out-of-state conferences, trainings, and meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of substance use disorders and evidence-based intervention and treatment strategies appropriate for children, adolescents, and their families. Considerable knowledge of the role of patient placement, continuing stay, and discharge criteria relative to substance abuse treatment. Considerable knowledge of treatment program design, including children and adolescent services intervention and treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies. Considerable knowledge of federal and state laws, rules, regulations, and procedures pertaining to substance disorders treatment services for children and adolescents, including confidentiality, privacy, and other client rights issues. Considerable knowledge of network services and organizations for treatment of children and adolescents with substance use disorders in Alabama. Considerable knowledge of certification, licensing, and accreditation standards and their application to children and adolescent substance abuse intervention and treatment. Considerable knowledge of the principles and practices of clinical documentation. Ability to develop and implement policies and procedures. Ability to develop short- and long-range plans. Ability to develop, organize, and conduct meetings, trainings and workshops effectively. Ability to manage multiple projects simultaneously. Ability to express ideas clearly, both orally and in writing. Ability to analyze business situations, rules, regulations, policies, and procedures, and formulate an effective course of action. Ability to maintain accurate records and develop reports. Ability to use a personal computer, including Microsoft Office Software and the internet.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

DEADLINE: Until Filled